

MEETING #8 – February 13

At a Regular Meeting (#1) of the Madison County Board of Supervisors on February 13, 2018 at 4:00 p.m. in the Madison County Administrative Center Auditorium located at 414 N. Main Street:

PRESENT: R. Clay Jackson, Chairman
Jonathon Weakley, Vice-Chairman
Kevin McGhee, Member
Charlotte Hoffman, Member
Amber Foster, Member
Jack Hobbs, County Administrator
Mary Jane Costello, Asst. County Administrator/Finance Director
Clarissa Berry, Interim County Attorney
Jacqueline S. Frye, Deputy Clerk

Call to Order

Pledge of Allegiance & Moment of Silence

1. Determine Presence of a Quorum/Adopt Agenda

Chairman Jackson advised that all members are present; a quorum was established.

Chairman Jackson called for additions and/or adoption of today's Agenda.

Supervisor McGhee moved that the Agenda be adopted as presented, seconded by Supervisor Foster. *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

2. Public Comment:

Chairman Jackson opened the floor for public comment. With no comments being brought forth, the public comment opportunity was closed.

3. Constitutional Officers

4. County Departments

Madison County Schools:

Bob Chappell, Madison County School Board, was present and advised that the school board recently met with the Virginia School Board Association to discuss the search for a new school superintendent; twenty (20) applications have been received thus far; six (6) applicants have been selected to participate in the interview process. It's anticipated that a decision will be made by March 6, 2018.

Rappahannock Juvenile Detention Center Board:

Bob Chappell, County liaison, advised that the RJCD recently approved the budget (total cost of about \$56,000.00 to the County); advised that the County Finance Director also attended the meeting and will assess true up costs for the next fiscal year.

Madison County Planning Commission:

Carty Yowell, Chair of the Madison County Planning Commission, was present and advised that there have been current discussions about solar farms in various localities; the commission is now working on drafting an ordinance in order to deal with this matter in the event it may arise in Madison County. Two (2) commission members will be attending a meeting at the Rappahannock Rapidan Regional Commission scheduled on Thursday, February 15th that will host a presentation by Joe Costello on local and solar planning considerations. RRRC and the Piedmont Environmental Council will also host a half-day solar workshop in April 2018. In closing, he noted that the Madison County Planning Commission has elected to have two (2) representatives attend the monthly meetings of the Madison County Board of Supervisors.

5. Committee/Organization

a. Old Rag Parking Lot - Shenandoah National Park Superintendent, Jennifer Flynn: Jennifer Flynn, Superintendent, Jim Schaberl, Chief of Natural and Cultural Resources, and Steve Herzog, Chief of Maintenance, were present for today's session.

Ms. Flynn provided input on the anticipated construction of a parking lot at the Old Rag trail head. As a part of the planning process, the park has been working with the Virginia Department of Historic Resources and the State Historic Preservation Office to conduct a Phase I survey of the parcel for cultural resources. Today's visit has been scheduled to assess whether Madison County would be interested in being a consulting party to the memorandum of agreement with the State Historic Preservation Office on the proposed archaeological work at the parking lot site, or whether the County would like to decline the offer. It was noted that the parking lot will be gravel only. The SNP has attained a storm water management permit and necessary boundary adjustments. Today's item is the final piece that will need to be completed.

The County Administrator advised that the Board will need to decide whether to participate in the archaeological effort; correspondence has been received from Max Lacy (Madison Historical Society) to express an interest (on the part of the historical society) to be a part of today's endeavor.

Comments:

- *Supervisor Weakley: Expressed appreciation of today's presentation (by SNP representatives)*

Mr. Schaberl noted that as a courtesy, the SNP has been working with the State Historic Preservation Office as a consultant regarding archaeological remains. The process that calls for the County to elect to have an opportunity to

be a part of the MOA relays the finalization of the archaeological process, to include a few campsites and artifacts that have been discovered.

- *Supervisor Hoffman: Questioned if ownership of the land where the parking lot will be constructed (i.e. park/private owned)*
- Bruce Bowman (Blue Ridge Committee) was present and advised that he and James Ballard (Blue Ridge Committee) would be available to report any information to the County, if needed.
- James Graves: Suggested that the County be provided a list of any findings during the archaeological phase

After discussion, it was noted that part of SNP's record will include:

- ✚ A recording of any items that may be found
 - ✚ A listing of any artifacts will be provided to the County
 - ✚ A list of any artifacts that are removed and curated; and that
 - ✚ The property being discussed was purchased by the SNP (from the Appalachian Trail Club)
- *Chairman Jackson: Questioned if the Board could appoint the Madison Historical Society to participate in today's initiative as the County's representative*

It was noted today's opportunity is being offered as a courtesy in the event the County would be interested. It was further noted that the Memorandum of Agreement is in draft form at this time.

In closing, Ms. Flynn encouraged the County to provide a response letter to include a point of contact (i.e. if the County elects not to be a consulting party) for the SNP to report to. She also noted that today's matter is the final part necessary to initiate construction, and advised that the SNP would like to avoid any further delays. It was further advised that most of the tribes that have been consulted have expressed an interest in being advised of specific items (if any) that may be found, but have declined to participate as a consulting party.

After discussion, it was also noted that the draft MOA will be provided to the County Administrator to be reviewed/discussed by the Madison County Board of Supervisors for review at the next meeting session.

b. Madison County Rescue Squad Permit fee Waiver - MCRS President, Steve Grayson: Wayne Jones of the Madison County Rescue Squad was present (in the absence of Steve Grayson), to request a waiver of County permit fees (list provided) totaling \$9,161.58. He also reported that bids for the project have been sent out and are due by March 7, 2018 at 2:00 p.m.

Comments:

- *Chairman Jackson: Verbalized no issues with today's fee waiver request (i.e. squad provides a service to the County); questioned if fee waiver requests are tracked in the budget (i.e. as an 'in-kind' funding contribution)*

The Finance Director noted that current the 'in kind' contributions (i.e. library) aren't kept on the books, and also noted that the rescue squad is considered a non-profit organization. In closing, it was noted that 'in kind' contributions are something that the County wouldn't ordinarily track.

- *Supervisor Weakley: Verbalized concerns regarding the proposed square footage of the building and the County's ability to sustain any debt associated with funding operations of the facility*

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Mr. Jones noted that all project plans have been finalized.

- *Supervisor McGhee: Verbalized favor of the fee waiver request; also suggested the County keep a record of fee waivers and 'in-kind' contributions*

Supervisor McGhee moved that the Board waive the itemized fee list (as presented) by the Madison County Rescue Squad (totaling \$9,161.58) as requested, seconded by Supervisor Foster. *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

Commonwealth Attorney: Clarissa Berry, Commonwealth Attorney, thanked the Board for getting her office set up on the County server.

6. Finance: The Finance Director noted that claims were cut during the last part of December 2017.

a. Claims

\$129,094.87 (2'9'18)

\$ 84,331.43 (2'13'18)

\$215,426.30 (Total)

Highlights:

- \$66,000.00+: Waste Management Services for two months
- \$14,000.00: Qtly reimbursement to Extension Office
- \$14,152.00: Commissioner of the Revenue (records management system)
- \$33,000.00: E911 computer purchase for E911 project [CAD system]

Questions:

- ✓ Electric bills at Transfer Station (i.e. costs for tipping floor [\$342.00] vs. scale house [\$169.99])
- ✓ Expenditure for Summit Publishing
- ✓ Expenditure for Joe Phillips' Fence Company

The Finance advised that:

- ✚ Research will be on the expenditure for the transfer station:
- ✚ Summit Publishing (Economic Development [for the purchase of a ¼ page ad])

Supervisor Hoffman moved that the Board approve claims for February 2018 totaling \$215,426.30 as presented, seconded by Supervisor Foster. *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

b. Supplemental Appropriation Requests

i. Animal Shelter Van Purchase (#18_02132018 - \$14,079.00): The Finance Director advised that the shelter received a single donation of \$10,000.00 to be restricted for the purchase of a van to be used to transport animals to adoption events.

Greg Cave, ACO, was present and advised that the transport van is very much needed at the shelter facility.

Supervisor Weakley moved that the Board approve supplemental appropriation #18_20132018 for the Madison County Animal Shelter in the amount of \$14,079.00, seconded by Supervisor McGhee. *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

ii. Crush Friday Grant (#17_02132018 - \$10,000.00): The Finance Director advised that \$10,000.00 in grant funds was received by Economic Development & Tourism to promote Crush Friday.

Supervisor Weakley moved that the Board approve supplemental appropriation #17_02132018 in the amount of \$10,000.00 as presented, seconded by Supervisor Foster. *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

iii. Finance Department Reimbursement (#19_02132018 \$75.00): The Finance Director advised that the request is for a reimbursement (to the County) for funds paid for a training session that she was unable to attend.

Supervisor Weakley moved that the Board approve supplemental appropriation #19_02122018 in the amount of \$75.00 as presented, seconded by Supervisor Foster. *Aye: Jackson, Weakley, McGhee, Hoffman, McGhee. Nay: (0).*

7. Minutes: January 23, 25 & February 1, 7, 8: Chairman Jackson called for corrections and/or adoption of the Minutes for January 23, 25 & February 1, 7 and 8.

Supervisor Hoffman moved that the Board approve Minutes from January 23, 25 and February 1, 7 and 8, as presented, seconded by Supervisor Foster. *Aye: Jackson, Weakley, McGhee, Hoffman, McGhee. Nay: (0).*

8. New Business:

a. Appointments to Committees - County Administrator Hobbs:

i. Central Virginia Partnership for Economic Development: The County Administrator advised that an appointment will be necessary to the CVPED Board, and advised that he would be willing to serve should the Board require.

Supervisor McGhee moved that the Board appoint Jack Hobbs, County Administrator, to serve on the Central Virginia Partnership for Economic Development (*i.e. Charter noted the appointment being for three [3] years or until a successor is appointed*), seconded by Supervisor Weakley. *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*




ii. Regional Preparedness Advisory Committee for Interoperability: The County Administrator advised that in lieu of the retirement of Robert Finks, the procedure is for the Board to appoint a representative to the above referenced group. This is a regional operation sanctioned by the State that coordinates communications between Counties and various agencies. In closing, the Board was encouraged to appoint Brian Gordon to this committee.

Supervisor Hoffman moved that the Board appoint Interim Director of Emergency Communications/Emergency Management Coordinator Brian Gordon to the Regional Preparedness Advisory Committee for Interoperability until his successor is appointed, seconded by Supervisor Foster. *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

**Future Agendas will indicate "Old Business" before "New Business"*



9. Old Business:

a. Emergency Services Coordinator - County Administrator Hobbs: The County Administrator encouraged the Board to decide on this matter. During the last budget work session, discussions focused on:

-  Position description (with assistance from Supervisor Hoffman)
-  Budget for the department (with assistance from Brian Gordon & Lewis Jenkins)
-  Timetable for recruitment plan for advertisement of the position

In closing, he encouraged the Board to make a decision in order to allow for advertisement and future action on the above referenced position.

Input from Supervisor Hoffman focused on:

-  A recent meeting (with various citizens and emergency services providers) to devise duties to be required; and
-  A suggestion that the hours increase from 25 hrs. to 30 hrs. per week for a three-month period

- Supervisor Weakley: Advised that funding allocations (for the position) appear to be close to what was in place prior to the position being dissolved; reference was also made to the suggested hourly rate as presented

- Brian Gordon, Interim E911 Coordinator: Advised that the position will require a lot of training, community action and coordination; position will require 388.5 hours of annual training
- *Chairman Jackson: Verbalized concerns about the total hours being presented*

Additional emphasis was placed on:

- ✚ Effects of VRS (for a retired individual) vs. being paid a lower salary and if this will affect retirement benefit
- ✚ The initial hours of annual training vs. total hours/annual hours
- ✚ Budget vs. essential need
- ✚ Total number of hours required for training
- ✚ Total number of hours needed to justify the position

It was further advised that:

- *Chairman Jackson: Disfavor of paying non-certified individual the same as a certified individual: accolades to existing emergency services, fire/rescue, volunteers and local law enforcement personnel*
- *Supervisor McGhee: Noted breakdown of training; questioned if above referenced training is required annually*
- *Supervisor Hoffman: Noted that the position is needed*

Lewis Jenkins, Emergency Medical Director, was present and explained that:

- The increase in proposed hourly rate was due to a neighboring locality looking to fill the same position
- Position will not call for 'all new money' (i.e. savings from the recent retirement of a director and future retirement of another)
- Elimination of the position in the past called for duties to be spread between various individuals (sometimes resulting in overtime)
- Position calls for preplanning before an incident and overall mitigation after an incident has transpired
- Noted that an emergency could call for long-term absence (of E911 Director and EMS Director)
- Feels this is something the County needs to consider

Additional comments from the Board focused on:

- ✚ Current salary range of \$39,000.00 [30 hours per week at \$30.00 per hour] (i.e. [reduction to 20 hours will equal \$31,200.00])
- ✚ Current number of hours per month [3-4 days] for all personnel

Questions were raised about the generators located at the firehouse and rescue squad building, and these being noted in the budget.

It was noted that when inspections are necessary Wes Smith, Building Official, usually reports to the firehouse and EMS personnel are generally on hand at the rescue squad building

Mr. Jenkins further advised that he and Robert Finks (former Emergency Communications Director) had the required training and assisted in doing the duties associated with the above referenced position. However, the position does require an individual to be in place all day every day. In closing, he advised that Mr. Finks handled all the paperwork for the position up until his recent retirement from the County (i.e. which included applying for grant funding). It was further advised that Mr. Gordon covers 5 days of service per week for the position.

The County Administrator advised that:

- ✓ Part-time employees don't accumulate vacation time
- ✓ Pay rate needs to be indicated (but not advertised)
- ✓ Encouraged the Board to assess the ad, timetable, and assess whether the full Board would like to participate in the interview process

After discussion, it was the consensus of the Board to initiate more discussion/research. This item is to be added to the next budget work session for further discussion.

b. Status Report on Projects - County Administrator Hobbs: The County Administrator provided a document to denote all open projects to include the following:

- Website
- Reassessment
- Recodification
- FY19 budget
- Comprehensive Plan
- Animal Shelter Van
- Social Services Building Lease Negotiations
- Status of the Emergency Services Coordinator Role
- Status of County Attorney
- Radio System Project
- Tree Replacement (War Memorial Building/Dept. of Social Svcs.)

10. Information/Correspondence:

a. Children Services Act Program Audit: The County Administrator provided a report for review and advisement.

11. Public Comment

Chairman Jackson opened the floor for public comment. The following individual(s) provided comment(s):

- Bill Campbell: Comments pertaining to discussion about reinstating the Emergency Services' Coordinator position, redistribution of duties when the position was eliminated in 2015, and the existing generators.

The Finance Director advised that due to the retirement of Robert Finks and impending retirement of Lewis Jenkins, the County will need to decide on securing a replacement to perform the emergency coordinator's services in the future; further advised that no definitive decision has been made at this time.

12. Closed Session: Personnel: Emergency Communications Coordinator & County Attorney [2.2-3711(A)(1)]

a. Closed Session: On motion of Supervisor Weakley, seconded by Supervisor Hoffman, the Board convened in a closed session pursuant to Virginia Code Section 2.2-3711(A)(1) pertaining to the:

A. Appointment and salary of the Director of Emergency Communications, and;

B. Assignment, appointment, performance and salary of the County Attorney

Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).

b. Motion to Reconvene in Open Session:

On motion of Supervisor Weakley, seconded by Supervisor Hoffman, the Board reconvened in open session, with the following vote recorded: *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

c. Motion to Certify Compliance:

On motion of Supervisor Weakley, seconded by Supervisor McGhee, the Board certified by roll-call vote that only matters lawfully exempted from open meeting requirements pursuant to Virginia Code 2.2-3711(A)(1) and only matters that were identified in the motion to convene in a closed session were heard, discussed or considered in the closed meeting, with the following vote recorded: *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

As a result of closed session, the following action was taken:

Supervisor Weakley moved that the Board approve Brian Gordon as the new Director of Emergency Communications at the salary rate of \$57,910.00, and also with the understanding that there will be no merit increase until FY20 for consideration at that time, seconded by Supervisor Hoffman. Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).

And:

Supervisor Weakley moved that the Board accept Mr. Shackelford's letter requesting a leave of absence starting March 1, 2018, seconded by Supervisor Hoffman. Ayes: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0)

13. Adjournment

With no further action being required, on motion of Supervisor Weakley moved that the meeting be adjourned until 2:00 p.m. on February 15, 2018 in the Madison County Firehouse Lounge Room at 1223 N. Main Street, seconded by Supervisor McGhee. *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Clerk of the Board of the Madison County Board of Supervisors

Adopted on: February 27, 2018

Copies: Board of Supervisors, County Attorney & Constitutional Officers



Agenda
Regular Meeting (#1)
Madison County Board of Supervisors
Tuesday, February 13, 2018 at 4:00 p.m.
County Administration Building, Auditorium
414 N Main Street, Madison, Virginia 22727



Call to Order

Pledge of Allegiance & Moment of Silence

- 1. Determine Presence of a Quorum / Adopt Agenda**
- 2. Public Comment**
- 3. Constitutional Officers**
- 4. County Departments**
- 5. Committees or Organizations**

- a. Old Rag Parking Lot Shenandoah National Park Superintendent Jennifer Flynn*
- b. Madison Rescue Squad Permit Fee Waiver MCRS President Steve Grayson*

- 6. Finance..... Finance Director Costello**
 - a. Claims*
 - b. Supplemental Appropriation Requests*
 - i. Animal Shelter Van Purchase*
 - ii. Crush Friday Grant*

7. Minutes:

January 23, 25 and February 1, 7, 8

8. New Business:

a. Appointments to Committees County Administrator Hobbs

i. Central Virginia Partnership for Economic Development

ii. Regional Preparedness Advisory Committee for Interoperability

9. Old Business:

a. Emergency Services Coordinator County Administrator Hobbs

b. Status Report on Projects County Administrator Hobbs

10. Information/Correspondence

a. Children's Services Act Program Audit

11. Public Comment

12. Closed Session

Personnel: Emergency Communications Coordinator and County Attorney

13. Continue Meeting

"I move that the meeting be adjourned until 2:00 PM on February 15, 2018 in the Madison County Firehouse Lounge Room at 1223 N. Main Street."